



**ANDHRA PRADESH HUMAN RESOURCE  
DEVELOPMENT INSTITUTE  
(GOVERNMENT OF ANDHRA PRADESH)**

**THE RIGHT TO INFORMATION ACT, 2005**

INFORMATION HAND BOOK  
(UNDER SECTION (4 (1) (b)) THE RTI ACT 2005)

**2017**

Beside college of Food & Science Technology,  
Campus of Extension training  
center, Bapatla, Guntur District,  
Andhra Pradesh- 522 101

## **Introduction**

After the bifurcation of Andhra Pradesh, realizing the importance of catering the training needs of government employees, the state government of Andhra Pradesh has decided to start a separate HRD institution at the new capital region.

AP Human Resource Development Institute has established vide G.O. Ms. No 112 GAD dated: 18-08- 2015.

There are 13 District Training Centers in all the districts of Andhra Pradesh.

These are under the administrative control of AP Human Resource Development Institute and they organize the district level programmes.

Govt. of Andhra Pradesh has permitted the commencement of Training Programmes of AP HRDI at the premises of IIIT, Nuzvid, Krishna District. The training programmes started at IIIT Nuzvid in October, 2015.

On 30th of April, 2016, the AP HRDI has shifted from IIIT, Nuzvid to the Campus of Extension Training Centre (ETC) Bapatla, Guntur District .

Right to Information Act is a major initiative and a paradigm shift in Public Policy. As an important milestone in achieving transparency in all

transactions, the APHRDI has initiated public disclosure of necessary information pertaining to all its activity.

## 1. The particulars of functions & duties in the office of APHRDI

Name of the office	:	Andhra Pradesh Human Resource Development Institute
Address	:	Andhra Pradesh Human Resource Development Institute  Campus of Extension Training Centre, Near Flyover, Next to College of Food Science & Technology, Bapatla – 522 101 (Guntur Dist.) AP
Head of the Office	:	Director General, APHRDI
Parent Govt. Dept.	:	General Administration Department, AP Secretariat Velagapudi  Guntur Dist.,AP.

**Mission:** To “*promote good governance by transforming the functionaries involved in the process of Governance through enhancing their competence and administrative capability by providing quality training in a transparent framework*”

### **Objectives** :

- 1) To serve as the apex institute for the collection and dissemination of information/initiatives/latest technology regarding development administration
- 2) To develop managerial skills, organizational capability, leadership and decision making ability of Government employees through innovative methods based on expertise and research
- 3) To "Transform the functionaries involved in the process of Governance through foundation/induction, mid-career and in-service training, based on assessing their training needs.
- 4) To create a State of the Art Integrated Training Institute by bringing various state govt. institutions together to impart training for public servants and inculcating a culture of public responsiveness and accountability towards citizens.
- 5) To foster, assist and support individuals, organizations and institutions working in development administration through high quality training and capacity building activities.

**Scope :** To impart training to all state govt. functionaries including those belonging to All India Services

**Functions:** This Institute is responsible for facilitating Training/inputs on an annual basis for Public functionaries of the State Government to achieve CARING Government (Committed, Accountable, Responsive Nationalistic & Genuine) which takes the State towards its vision.

### **Programmes & Activities**

- To conduct training need analysis and design training programmes
- To develop, prepare and update training modules and materials
- To conduct courses sponsored by the Government of India on Trainers Development Programmes, State Category Training Programmes, on Ethics and Values in Good Governance, Gender Sensitization, RTI, Disaster Management etc.
- To conduct foundation courses for State Civil Service Officers and other departmental officials
- To conduct orientation and refresher courses in, Office Procedures, Development Administration, Personal Development, Project Formulation, Legal Awareness, Computer Applications, etc.

### **Subjects & Areas of Activities**

The programmes may cover all functions, concepts, principles and techniques related to development administration in Government.

### **Administrative Control**

The Management structure has to be evolved.

## 2. The powers of officers & employees in the office of AP HRDI

The details of the powers and duties of officers and Employees of the authority by designation as follows:

S. No	Name of Officer/Employee	Designation	Powers	Duties
1	Sri. D. Chakrapani IAS (retd)	Director General & Ex. Officio Secretary to Govt. AP GAD.	Executive & Administrative and Financial powers	All items for imparting training & creation of requisite infrastructure.
2.	Mrs. Bharathi	PEA to DG	--	Preparing the training modules, Conducting training programs, sending official communications. Coordinating with Govt Depts.

### 3. Procedure followed in decision making process, including channels of supervision and accountability

Sl. No	Activities	Description	Process	Decision Making Authority
1.	Constitution, Motivation & hierarchical supervision	Conducting Training Programmes, Workshops, Sensitization Sessions, Public Speeches – Through Presentations		Director General
2	Budget preparation	This is being done by all staff members with assistance from Accounts Dept.		Director General
3	Formulation of programmes, schemes and projects Calendar of training programmes Design & Development of new programmes Timely action for obtaining nominations & other infrastructure Additional courses depending on the need of departments By programme coordinators under the supervision of DG			Director General /GoI, GoAP
4	Recruitment/ Hiring of personnel	--	Through written test & Personal Interviews and also references from established Institutions and Outstanding individuals	Director General
5	Release of funds	Online transfer and sometimes through cheques		Director General
6	Implementation / delivery of service / utilization of funds	By conducting programmes as per the requirements of departments		Director General
7	Monitoring & evaluation	<b>Through written feedback from the participants</b>		Director General
8	Gathering feedback from public	-do-		Director General
9	Undertaking Improvements	Based on the feedback from participants, moderators, distinguished guest faculty as also from departments of GoAP		Director General

#### **4. The norms set by it for discharge of its functions.**

The Instructions issued by the Department of Personnel and Administrative Reforms and the Finance Department from time to time are followed. The Annual Performance Report of the staff will be re viewed based on the performance.

#### **5. Rules, regulations, instructions, manuals and records, held by it or under its Control or used by its control or used by its employees for discharging its functions.**

These are being formulated- The normal Govt. Rules are being formulated till they are formulated the normal govt. rules apply.

#### **6. A Statement of the categories of documents held by it or under its control.**

<b>Sl. No</b>	<b>Category of Document</b>	<b>Title of Document</b>	<b>Designation and address of the custodian(held by/under the control of whom)</b>
1	Memorandum of Understanding (MoU)	1. AMRUT – AP urban Finance & Infrastructure Dept. Corporation. 2. NeGD for conducting Capacity Building Programmes, 3. UNICEF – WASH and 4. NIC – NKN connectivity, 5. Wipro, Hyderabad, 6. NIT-Warangal & 7. HUDCO	Director General
2	GOs	APHRDI Establishment in Bapatla, appointing DG AP HRD institute, setting up the regional centers in Srikalahasti,	Director General
3	Agreements	DGs vehicle hire agreement, Diesel Generator hire agreement, Xerox machine hire agreement	Mohammed Maarof Ahmed, AE, AP HRD Institute Ph (O) 92 95 958883 E mail pta1.aphrdi@gmail.com

4	Purchase orders	<b>Lot of purchases have been made from govt. organizations viz., Rajahmundry Central Prison, Coir Board, APCO, Lepakshi, &amp; APTS</b>  ACs, Refrigerators, Steel furniture, Wooden furniture, Textile – Mattress and Bed-sheets, Computers, Printers and Xerox Machines	Mohammed Maarooof Ahmed, AE AP HRD Institute Ph (0) 92 95 958883 Email- pta1.aphrdi@gmail.com
5	Tenders	Mess, Transformers, Civil works	Director General
6	Administrative Approvals	Through proceedings and GOs	Director General & Govt.
7	Catering & Hostels	Utilizing Facilities of ETC, Bapatla & Srikalahasti	

**7. A Statement of the Boards, Councils, Committees and other Bodies constitute as part of Public Authority**

SL. No	Name of Board, Council, Committee etc	Composition	Powers & Functions	Whether its meetings open to public/ Minutes of its meetings accessible for public
	All these are being constituted			

**8. A directory of its officers and employees.**

S.No	Name, Designation & Address of Officer/ Employee	Telephone & Fax	Email
1	Sri D Chakrapani, IAS (Retd.)  Director General, AP HRDI & Ex-officio Secretary to GAD,  GoAP	M:  9010204300	<a href="mailto:chakrapani.d@nic.in">chakrapani.d@nic.in</a>



**9. The names and remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations.**

**I.**

<b>Sl.No</b>	<b>Name &amp; Designation</b>	<b>Annual Remuneration including its composition Rs.</b>	<b>System of Compensation to determine remuneration as given in regulation</b>
<b>1</b>	<b>Sri D Chakrapani, IAS (Retd.) Director General, AP HRDI &amp; Ex-officio Secretary to GAD, GoAP</b>	18,00,000	Appointed vide GO

**II.**

<b>Sl.No</b>	<b>Name &amp; Designation</b>	<b>Annual Remuneration including its composition Rs.</b>	<b>System of Compensation to determine remuneration as given in regulation</b>
<b>1.</b>	Mrs. Bharathi, PEA	6,00,000	
<b>2.</b>	K. Raveendra, IT Admin	6,00,000	
<b>3.</b>	Mr. T. Ramesh, PA	240000	
<b>4.</b>	Mr. M. Ravi, PA	240000	
<b>5.</b>	Mr. Sriramulu, IT Support	192000	
<b>6.</b>	Mrs. Nazia Sk, TC	210000	
<b>7.</b>	Ms. Jhansi R, TC	210000	
<b>8.</b>	Mr. I. Rajesh, TC	186000	

9.	Mr. Mahendra Reddy, TC	204000	<i>Contract &amp; Outsourcing</i>
10.	Mrs. K. Vatsalya, TC	186000	
11.	Dr. Ravi Kumar (Visiting Doctor)	1,20,000	
12.	Ms. Shymala Devi, IT support	1,32,000	
13.	Mrs. Chasmitha, MTA	1,02,000	
14.	Mr. Srikanth, Office Aide	1,14,000	
15.	Sanitation workers 05 no.	3,72,000	
16.	Office Attendants 05 no	4,32,000	
17.	Technicians 02 nos	2,94,000	

**11. The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes.**

None

**12. Particulars of recipients of concessions, permits or authorizations granted by it.**

None

**13. Details in respect of the information, available to or held by it, reduced in an electronic form**

The information relating to the AP HRDI & DTCs, the training activities and such other information are available at the Website - <http://www.aphrdi.ap.gov.in>

**14. The particulars of facilities available to citizens for obtaining information, including the working hours of a library and reading room, if maintained for public use.**

Available in the website <http://www.aphrdi.ap.gov.in>

15. The name, designation and particulars of the Assistant Public Information Officer (APIO)

**Mahindra Reddy, Training coordinator**, AP HRD institute, Campus of ETC, Bapatla.  
Cell-9494678873, [mahindrareddy.aphrdi@gmail.com](mailto:mahindrareddy.aphrdi@gmail.com)

16. The name, designation and particulars of the Appellate Authority.

**D. Chakrapani IAS (Retd)**, Director General, AP HRD institute, & Ex-Officio secretary to the Govt. AP GAD, [dghrdap@gmail.com](mailto:dghrdap@gmail.com)

17. Such other information as may be prescribed; and thereafter update these publications every year.

The information is updated regularly on the website.

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